

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 20, 2017

Closing Date: September 27, 2017

**Administrative Specialist II (Pay Grade 8)
Criminal Division, Misdemeanor Trial Unit, Sussex County**

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Misdemeanor Trial Unit, in Sussex County. This Administrative Specialist prepares case files for trials in the Court of Common Pleas including: creating subpoena's, sending requests for trial preparation documents. Duties include: answering discovery, typing informations, nolle prosequi notices, restitution letters, preparing and sending letters to the court and police department, requests, victim/witness letters, certified driving requests, requests for Medical Examiner reports, and blood result requests. This Administrative Specialist will work directly with police officers, victims/witnesses for trial and will be required to perform all general secretarial duties as needed by the Deputy Attorneys General.

Preparation involves making timely requests and gathering necessary documents from police agencies and computer databases (police reports, criminal history, etc.) and preparing discovery. Supports the Deputy Attorneys General by responding directly to requests for pertinent information, contacting the court and court staff (both CCP and JP courts) as well as screening incoming requests for information or immediate assistance and continuance requests. This position also requires preparation of Informations for traffic court, non-traffic misdemeanor offenses as well as downgrades from Superior Court, and also includes the preparation and indictments for Deputy Attorneys General. Responsibilities include mail distribution, responding to a high volume of telephone calls from victims/defendants and walk-ins and also participation in the rotation coverage of the main Receptionist desk.

Minimum Qualifications:

- Must be detail-oriented, well organized and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims and witnesses, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must possess excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.